

Early Years Network Tower Hamlets Weavers Fields Community Nursery Privacy Notice

Early Years Network Tower Hamlets (EYNTH)/Weavers Fields Community Nursery (WFCN) are committed to protecting the privacy and security of your personal information.

This privacy notice describes how EYNTH/WFCN collects and uses personal information about employees of EYNTH/WFCN (“Employees”), children attending the Nursery (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “You” or “Your”), in accordance with the General Data Protection Regulation (GDPR).

Why we collect and use children information

We collect and use personal data in order to meet our legal requirements and legitimate interests as set out in the GDPR (General Data Protection Regulations) and UK law, including the following:

Article 6 and Article 9 of the GDPR

Education Act 1996

Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We, EYNTH/WFCN are a data controller for the purpose of the General Data Processing Regulation (GDPR) Act. We collect personal information from you and may receive information about you and your child from your previous childcare provider. We hold this personal information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

The categories of children information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity and language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment
- behavioural information
- 2 year old checks
- 3 year old funding information

How long is your data stored for?

Personal data relating to children and their families at EYNTH/WFCN is stored in line with the EYNTH/WFCN GDPR Policy.

In accordance with the GDPR, EYNTH/WFCN does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share children information with?

EYNTH/WFCN will not share children and families data with any third parties without your consent, unless the law allows us to do so.

We routinely share children information with:

- schools that the children attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact: Tracy Gilbert, Nursery Manager on 020 77295136 email: tracy@eynth.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Shahista Chaiwalla, Business Manager on 02077295074 email: admin@eynth.org.uk or Tracy Gilbert, Nursery Manager on 020 77295136 email: tracy@eynth.org.uk